

Rockland St Mary with Hellington Parish Council

**Minutes of Parish Council Meeting held on Wednesday 1st November at 7.30pm in The Parish Room,
Rockland St Mary**

(Subject to amendment until signed by the Chair at the next meeting)

Parish Councillors present	Janet Rogers (Chair), Joanne Norris (Vice-Chair), John Sayles, Paul Francis, Juliette Harkin, Anthony Wright, Jayme Forbes
County Councillor	None
District Councillor	Vic Thomson
Also in attendance	Charlotte Rust – Parish Clerk and Steve Gildersleeve – Caretaker
Members of the public (MOP)	None

23.81 Welcome from the Chair.

Cllr J Rogers welcomed all to the meeting. To make the Council more 'visual' to parishioners Cllr Rogers suggested Councillors photographs and contact details are posted in the Parish Rooms, Post office and Hellington's noticeboards.

23.82 To receive and approve apologies for absence.

None.

23.83 To receive any declarations of interest from Members & consider requests for dispensation.

None.

23.84 To approve minutes of Parish meeting of 4th October 2023.

Cllr J Norris proposed for Cllr J Rogers to sign the approved minutes, seconded by Cllr P Francis.

23.85 Matters arising from October's meeting:

23.85.01 SAM2/Speed watch.

The Clerk confirmed that there were no expressions of interest to volunteer to help run the Community Speed Watch Team.

The Clerk handed Cllr J Forbes the instructions to download the data from the SAM2.

The Clerk is to contact NCC to add an additional location and post on Lower Road.

23.85.02 Low Common flooding.

Norfolk County Council Highways Engineer will meet with the occupants of the land to consider if there is a way this can be alleviated.

23.85.03 Maintenance of public footpaths on farming land.

The Parish Council has government legislation confirming who is responsible for maintaining these public footpaths.

23.85.04 Substation lease.

This item is deferred until December's meeting.

23.85.05 Sign for Staithe car park.

Additional wording requested, to read 'No Overnight Parking, by order of Rockland St Mary with Hellington Parish Council'.

23.85.06 Grit bin.

Grit bin for Black Horse Dyke has been purchased and delivered to the Caretaker.

23.85.07 Caretaker contract.

This item is deferred until December's meeting.

23.86 Reports from:

23.86.01 District Councillor, Cllr Vic Thomson – left the meeting at 19:59pm.

Cllr V Thomson will forward his report to the Clerk which will be added to the Parish Council website.

Cllr V Thomson and the Parish Council send their congratulations to FORMS for another fantastic Scarecrow Trail which was enjoyed by many.

23.86.02 County Councillor, Cllr Kay Mason-Billig.

None.

23.86.03 Parish Clerk.

- Confirmed works scheduled to repair the pothole on The Street.
- Ordered stickers for the two defibrillators to show they are both registered on the British Heart Foundation's portal 'The Circuit.'

23.86.04 Cllr P Francis – Footpaths.

None.

23.86.05 Cllr J Harkin – Environmental and Wildlife matters.

- Investigate suitability of the high field at Green Lane for planting mini fruit orchard, subject to obtaining funding from the NCC Busseys Community Tree Grant, site suitability and volunteer group for ongoing care for new trees. The application for funds to be submitted by Cllr J Harkin. Cllr P Francis proposed to approve this request, seconded by Cllr J Forbes.
- Propose the Parish Council host a reuse recycle and swap shop event in early December, date to be decided. Cllr J Harkin to organise and book Margaret Mack room and undertake the risk assessment. Cllr J Forbes proposed to approve this request, seconded by Cllr J Sayles.

23.86.06 Cllr J Sayles and Steven Gildersleeve (SG), Caretaker – Blackhorse Dyke and Staithe Car Parks, defibrillators.

To review works required at Blackhorse Dyke Car Park, explore local support and research if works qualify for the Pride of Place grant.

23.86.07 Cllr J Rogers – Bird Hide Working Group.

The BHWG are meeting with the Broads Authority and RSPB at the RSPB's office later in the month and will provide the Parish Council with an update.

23.87 Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.

None.

23.88 To approve website provider.

Cllr P Francis proposed that the Parish Council transfer its website to Norfolk ALC immediately, seconded by Cllr J Sayles.

23.89 To review the play area inspection report.

This item is deferred until December's meeting.

23.90 Correspondence:

23.90.01 Millenium Mileposts.

This item has been resolved as the milepost is on land not owned by the Parish Council.

23.91 Planning:

23.91.01 To receive any new planning applications and make comment.

23.91.01.01 2023/3095 - Variation of condition 2 of 2023/0587 - Given constraints of double door sizes and to maintain an equal division we have had to slightly adjust the configuration of the bay setting out on the elevations to suit.

No comments.

23.91.02 To receive the results and updates on any outstanding applications.

23.91.02.01 2023/2608 - Replacement roof and external render to porch. APPROVED WITH CONDITIONS.

Noted.

23.92 Policies:

23.92.01 To implement mandatory policies:

23.92.01.01 Internal Control Policy.

Cllr J Norris proposed to approve this policy subject to amending the frequency of checks to annually, seconded by Cllr P Francis.

23.92.01.02 Lone Home Worker Policy.

Cllr Rogers asked for an additional point to be included: members of the public will not be invited to the Clerks residence to discuss Parish business. Cllr J Norris proposed to approve this policy, seconded by Cllr A Wright.

23.92.02 To approve:

23.92.02.01 Risk Assessment and Management.

Add in date of November's meeting under Legal Powers section.

23.92.02.02 Financial Regulations.

Amend section 6.9 to read value of £100.

23.92.02.03 Data Protection Policy and Committee Terms.

To archive the Committee Terms as not required and amend reference to Chairman to Chair.

23.92.02.04 Emergency Plan.

To amend Environment Agency website, opening hours for the Surgery and name of the parishioner for the Oaks.

23.92.02.05 Wildlife Policy.

No comments.

Cllr J Norris proposed to approve all policies under minute 23.92.02, subject to amendments where indicated, seconded Cllr J Harkin.

23.93 Finance:

23.93.01 To sign updated Mandate form.

Form completed. The Clerk is to send this to Barclays.

23.93.02 Budget 2024/25.

Budget suggestions were given and the Cllrs are to review these, ready to approve Budget 2024/25 at December's meeting.

23.93.03 To received Statement of Accounts as of 1st November 2023.

Given.

Bank balance – £19,191.63

Bird Hide – £3,457.22

23.93.04 To note any receipts.

TO NOTE INCOME						
Salvation Army	27.10.23	Sep-23	BACS	£21.69	£0.00	

23.93.05 To approve any payments of invoices and other expenses received since last meeting.

See Payment Schedule.

FOR APPROVAL						
	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO

ICO	17.11.23	GDPR	DD	£35.00	£0.00	
Clerk	02.11.23	Nov Clerk Expenses	BACS	£4.85	£0.00	
Village Caretaker	02.11.23	October Caretaker Invoice	BACS	£393.75	£0.00	
Mr D Bracey	30.10.23	Play area inspection	BACS	£126.00	£21.00	
TO NOTE PAYMENTS MADE OUTSIDE MEETINGS						
Clerk	28.11.23	Nov Clerk Salary and WFH	SO	£395.88	£0.00	
Grit Bins	31.10.23	Grit Bin	DC	£66.06	£11.01	

Cllr J Harkin proposed for Cllr J Roger to approve these payments, seconded by Cllr J Norris.

23.94 To discuss items to add to the agenda for next Parish Council meeting.

Agree budget.

Review Play Area inspection.

Agree precept 2024/25.

Update Reuse/Recycle event from Cllr J Harkin.

23.95 Parishioners final word.

The Village Caretaker advised that he is collecting signatures to raise awareness of speeding in the village with the intention of meeting with the Chair and the Highways Engineer to consider any other traffic calming measures that could be taken.

23.96 To confirm next meeting on Wednesday 6th December at 7.30pm at The Parish Room, Rockland St Mary.

Confirmed.

The meeting closed at 21:24pm.